

Working Outline for Final Committee Report

Mayor's Infrastructure Finance Committee

Proposed Chapter	General Description of Chapter Content
Executive Summary	This section would be a two (2) page summary of the major findings of the Committee and of the entire process. This could include a general statement of the study's purpose and origins, any overriding principles or conditions placed on the interpretation of the results by the Committee, and a rendition of the specific recommendations.
Introduction	This section would outline the organization of the report for the reader. It would specify the overall format of the materials and the typical content of each chapter.
Committee Preamble	This section would include a series of statements or assertions from the Committee placing the recommendations within the context of the process. This could include any qualifications or "conditions of understanding" that the Committee believes future readers of the report should be made aware of and recognize.
Process Overview	This section would include an overview of the Committee and Work Group process. It will review the Mayor's "Charge Statement" to the process, how the groups were organized, the schedule that was followed, and how community thoughts and ideas were sought.
Development and Infrastructure Assumptions	This section would briefly review the "Category 5" development concept that formed the basis for much of the process's work effort. This could include a short description of the Comprehensive Plan's growth development program and how the delivery of infrastructure impacts the execution of this program. As desired, this could include the Cat 5 map along with the various "sources/uses" tables developed as part of this process.

Finance Recommendations	This section would detail the recommendations for financing the selected infrastructure elements reviewed as part of the process. This would basically mimic the materials ultimately adopted by the Committee.
Efficiency Recommendations	This section would list the efficiency conclusions of adopted by the Committee. Unless otherwise sought by the Committee, the chapter would most likely be little more than a straight listing of the efficiency findings finally agreed to by the Committee.
Legislation Recommendations	This section would describe the legislation findings approved by the Committee. Very little explanatory text would be added to the Committee's conclusions, other than to lend some structure to the chapter's readability.
Implementation Approach	This section would outline a general approach for implementing the recommendations described in the report. This would be based on the efforts of the Finance Work Group and would likely not be a very long section.
Appendix (Optional)	This section could contain any reports, maps, illustrations, or other materials deemed desirable by the Committee for inclusion in the report. This is optional and totally at the discretion of the Committee.
Presentation Materials (Optional)	Subject to interest by the Committee and availability of staff time, a final section could contain a "PowerPoint" presentation outlining the process and its findings.